Child Find: SPPI-12

Table of Contents

Child Find: SPPI-12 1

Child Find: SPPI-12

Registration > Maintenance > Core Collections > Child Find: SPPI-12

Child Find: SPPI-12 has two scenarios:

- Child Find: Scenario 3 for Enrolled Students, ages 0 and up to, but not including, 3
- Child Find: Scenario 4 for Non-Enrolled Students, ages 0 and up to, but not including, 3.

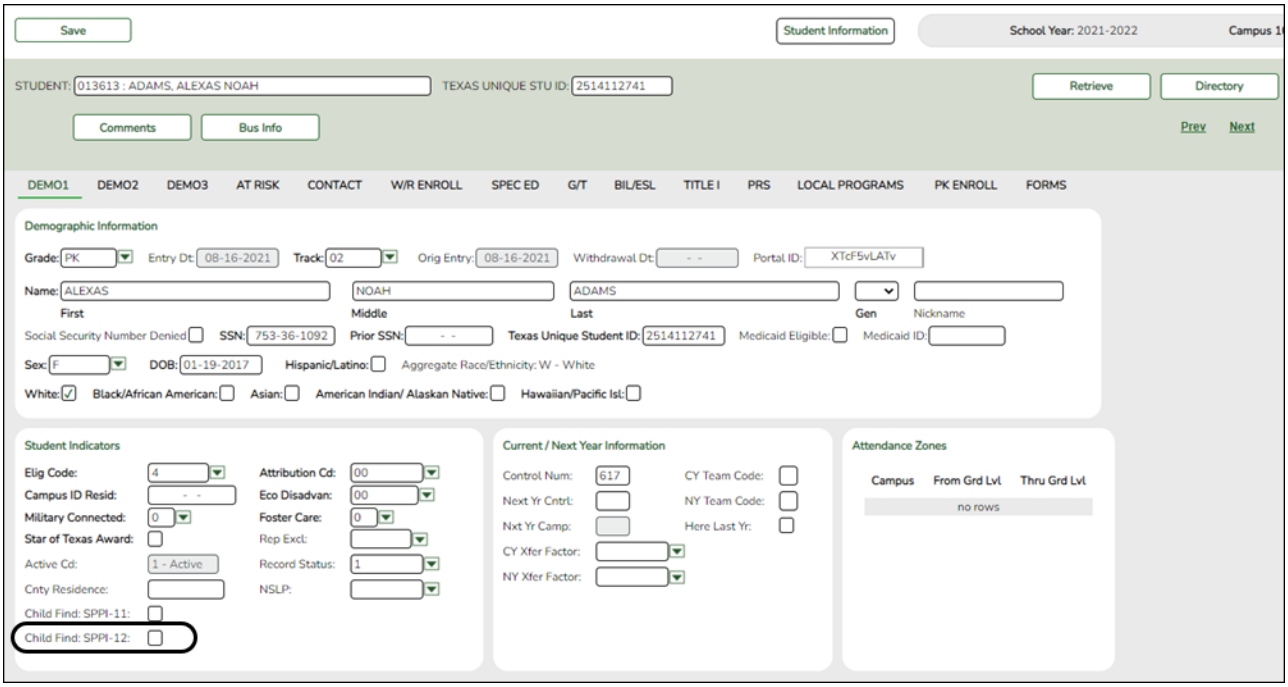
Each scenario has two tabs:

- Demographics/Enrollment
- Child Find Data

- Child Find: SPPI-12 - Scenario 3: Enrolled Students, ages 0 and up to, but not including, 3.

Registration > Maintenance > Student Enrollment > Demo1

Child Find: SPPI-12 reports Enrolled students who are less than 3 years old as of September 1st.



Update data:

❑ Retrieve a student who is already enrolled at the campus using their Local Student ID, Student Name, or Texas Unique Student ID.

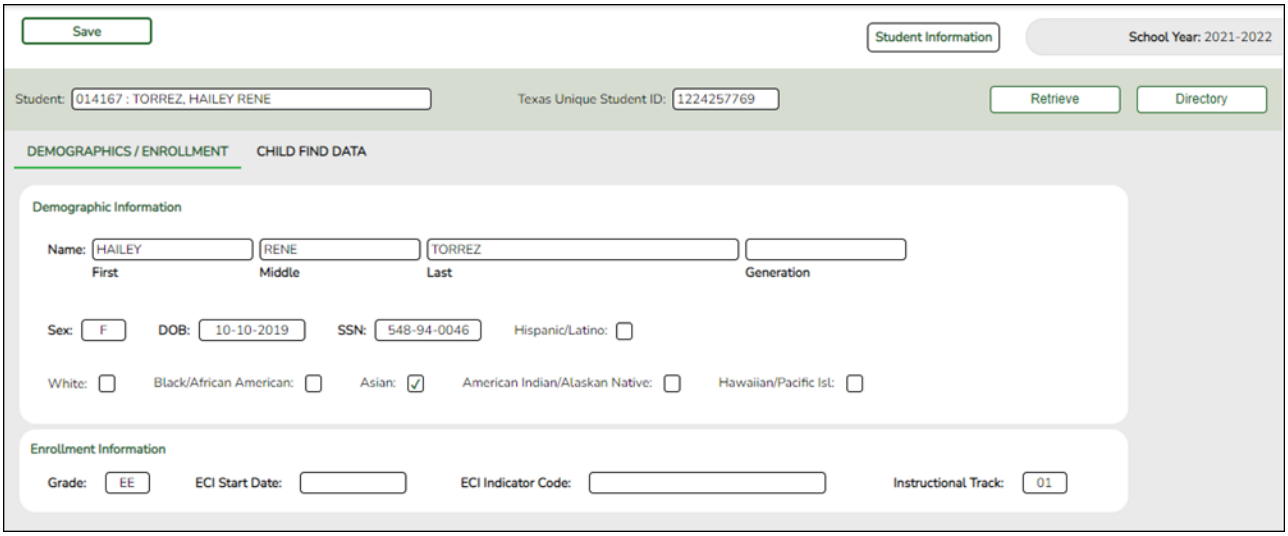
❑ Select the **Child Find: SPPI-12** checkbox in the **Student Indicators** section.

❑ Click **Save**.

Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Demographics/Enrollment

Most information retrieved on this tab for an enrolled student is read-only and cannot be modified. Information can be edited on *Registration > Maintenance > Demo1*.

However, enrolled students are able to edit the **ECI Start Date** and **ECI Indicator Code**.



Retrieve a Student:

Click **Directory** to select a student from the directory.

❑ Under **Demographic Information** and **Enrollment Information**:

Most information retrieved in these sections for an enrolled student is read-only and cannot be modified. Information can be edited on *Registration > Maintenance > Demo1*.

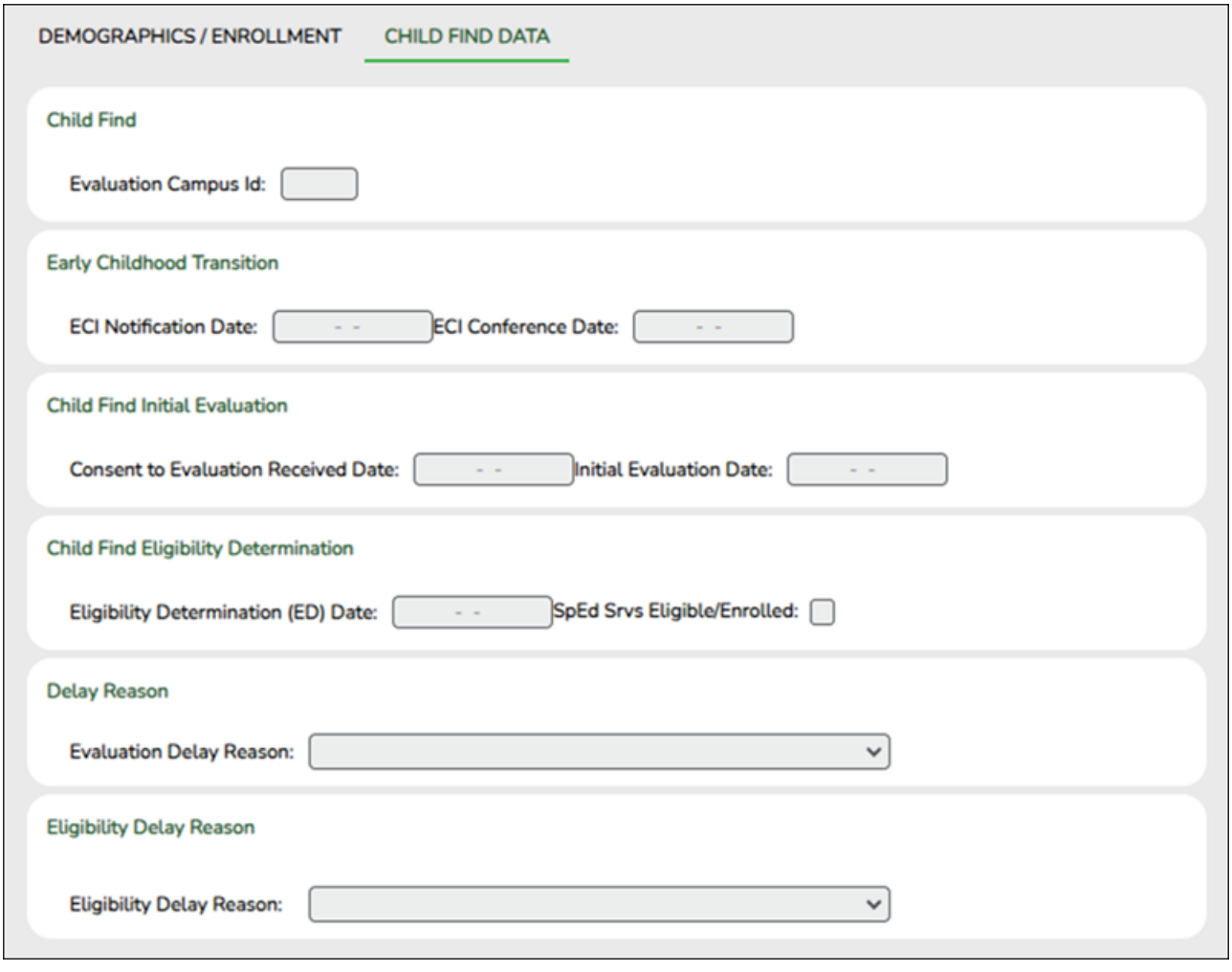
NOTE: The **Grade** and **Instructional Track** fields will auto-populate with information from *Registration > Maintenance > Student Enrollment > Demo1*.

The **ECI Start Date** and **ECI Indicator Code** fields will auto-populate with information from *Registration > Maintenance > Student Enrollment > SpecEd* if a student has an active **ECI** record.

Enrolled students are able to edit the **ECI Start Date** and **ECI Indicator Code**.

Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Child Find Data

The information on this screen is specific to this tab and is not found anywhere else in ASCENDER.



Update data:

❑ Under **Child Find**:

Evaluation Campus ID	Enter the campus ID on which the student was evaluated. The Evaluation Campus ID number may or may not be the same as the Campus Enrollment ID. *For example, the student may have been evaluated on Campus 105, but is enrolled at Campus 101.*

❑ Under **Early Childhood Transition**:

ECI Notification Date	Enter the notification date. TWEDS Data Element: TransitionNotificationDate (E1712) indicates the month, day, and year the LEA Notification of Potentially Eligible for Special Education Services was sent by the early childhood intervention (ECI) contractor to the local education agency (LEA) to notify them that a child enrolled in ECI will shortly reach the age of eligibility for Part B services and the child is potentially eligible for services under Part B, early childhood special education (ECSE). The LEA Notification constitutes a referral to the LEA for an initial evaluation and eligibility determination of the child which the parent may opt out from the referral.
ECI Conference Date	Enter the conference date. TWEDS Data Element: TransitionConferenceDate (E1713) ndicates the month, day, and year when the transition conference was held (for a child receiving early childhood intervention (ECI) services) among the lead agency, the family, and the LEA where the child resides to discuss the child's potential eligibility for early childhood special education (ECSE) services.

❑ Under **Child Find Initial Evaluation**:

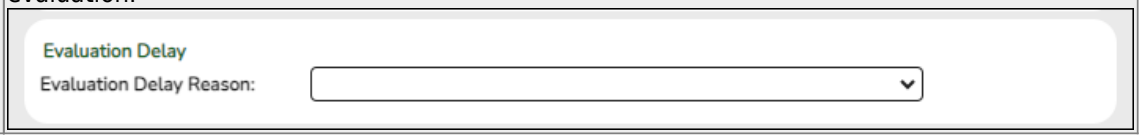
Consent to Evaluation Received Date	TWEDS Data Element: ConsentToEvaluationReceivedDate (E1738) indicates the month, day, and year of the first instructional day **following** the date on which the Local Education Agency (LEA) received written consent for the full individual and initial evaluation (FIIE) from the student's parent. Enter the first instructional day after LEA receives consent from the parent.
Initial Evaluation Date	Enter the date the child was initially evaluated for the program. This date must not be before the **Parental Consent Date**.

❑ Click **Save**.

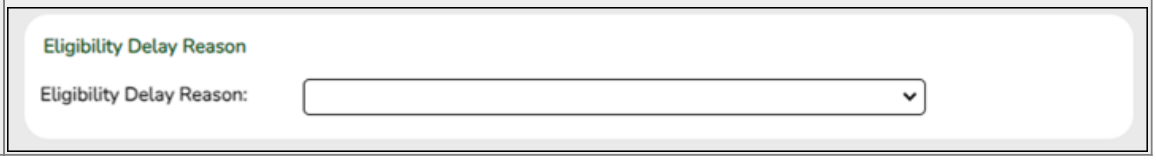
❑ Under **Child Find Eligibility Determination**:

Eligibility Determination (ED) Date	If applicable, enter the date the child was determined eligible for the program. **IMPORTANT**: If this date is left blank, the student will not be extracted to the interchanges.
SpEd Srvc Eligible/Enrolled	Select if a student is eligible for, and enrolled in Special Education services after the **Eligibility Determination Date**.

❑ Under **Delay Reason**:

Evaluation Delay Reason	If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation. 

❑ Under **Eligibility Delay Reason**:

Eligibility Delay Reason	If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility. 

❑ Click **Save**.

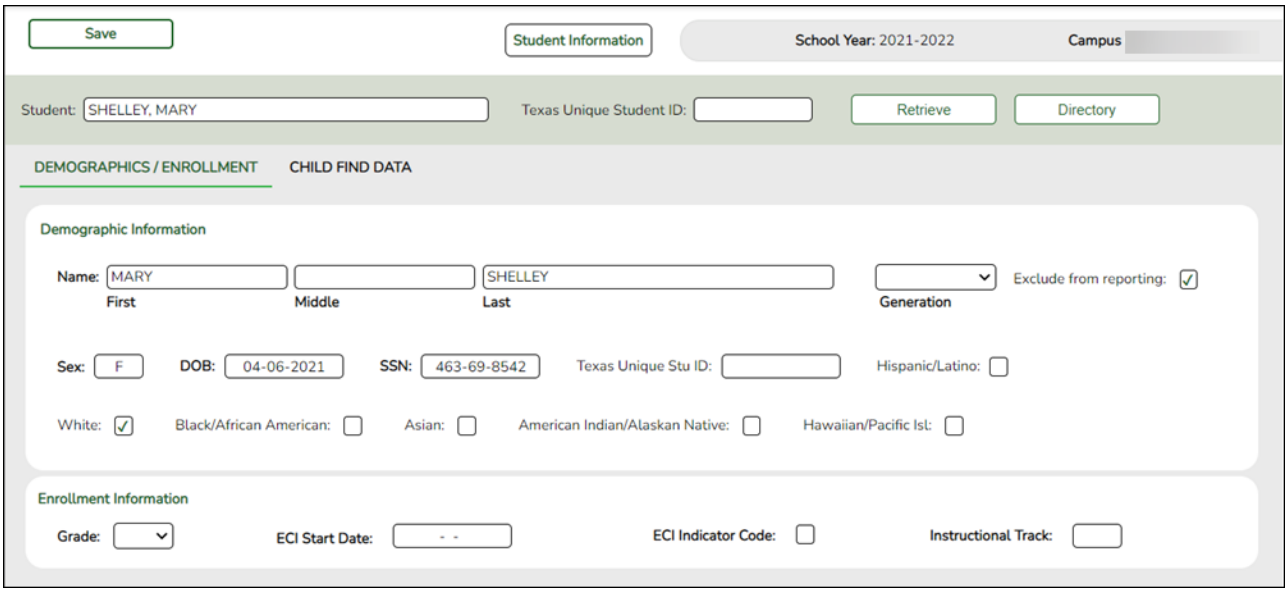
If a student will not be reported, return to the *Demo1* tab, uncheck the **Child Find: SPPI-12** indicator and click **Save**. The student's information will be retained in ASCENDER but will not be reported.

- Child Find: SPPI-12 - Scenario 4: Non-Enrolled Students, ages 0 and up to, but not including, 3.

Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Demographics/Enrollment

Information on this tab must be manually added by the district.

Instructional Track is not enabled or applicable for non-enrolled students.



Update data:

❑ Under **Demographic Information**:

Name	Type the student's first, middle, and last name. Select a generation code if applicable.
Exclude from reporting	Select to exclude a non-enrolled student from reporting.
Sex	Select the student's gender.
DOB	Type the student's date of birth (MM-DD-YYYY).
SSN	Type the student's nine-digit social security number.
Texas Unique Stu ID	If available, type the student's ten-digit unique student ID. This ID is assigned to students by TEA and issued to schools by the TSDS TX Unique ID Application. This ID cannot be generated by an LEA and cannot begin with zero. This number can be added after it is received by TEA.
Hispanic/Latino	Select if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Name	Type the student's first, middle, and last name. Select a generation code if applicable.
Race	One or more of the following options is selected, regardless of whether the student is **Hispanic/Latino**.

White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.
Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.
Asian	The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).
Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

❑ Click **Save**.

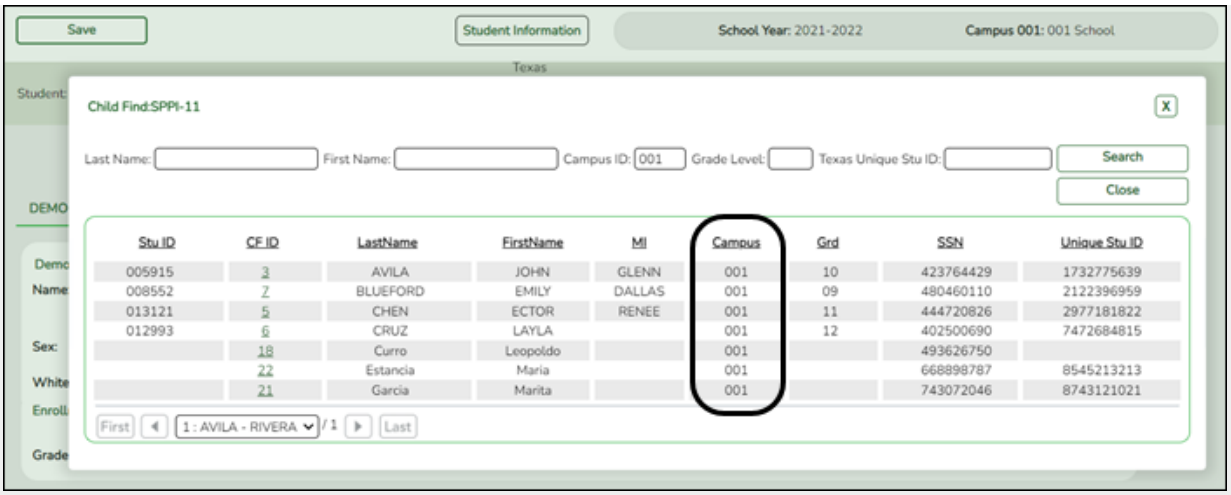
❑ Under **Enrollment Information**:

Grade	For student's who do not have a Texas Unique Stu ID, select the grade as if the student were enrolled. Leave blank for the 2022 school year.
ECI Start Date	Enter the date the intervention takes effect. The date must be before the student's third birthday.
ECI Indicator Code	Select if the student participates in the Early Childhood Intervention (ECI) program. TWEDS Descriptor Table: SPEDProgramSvc (C341) Ensure **Notification Date** and **ECI Conference Date** are first saved on *Child Find Data*.
Instructional Track	Disabled for non-enrolled students.

❑ Click **Save**.

Using the Directory to retrieve a non-enrolled student

In this scenario **Campus** has two purposes:



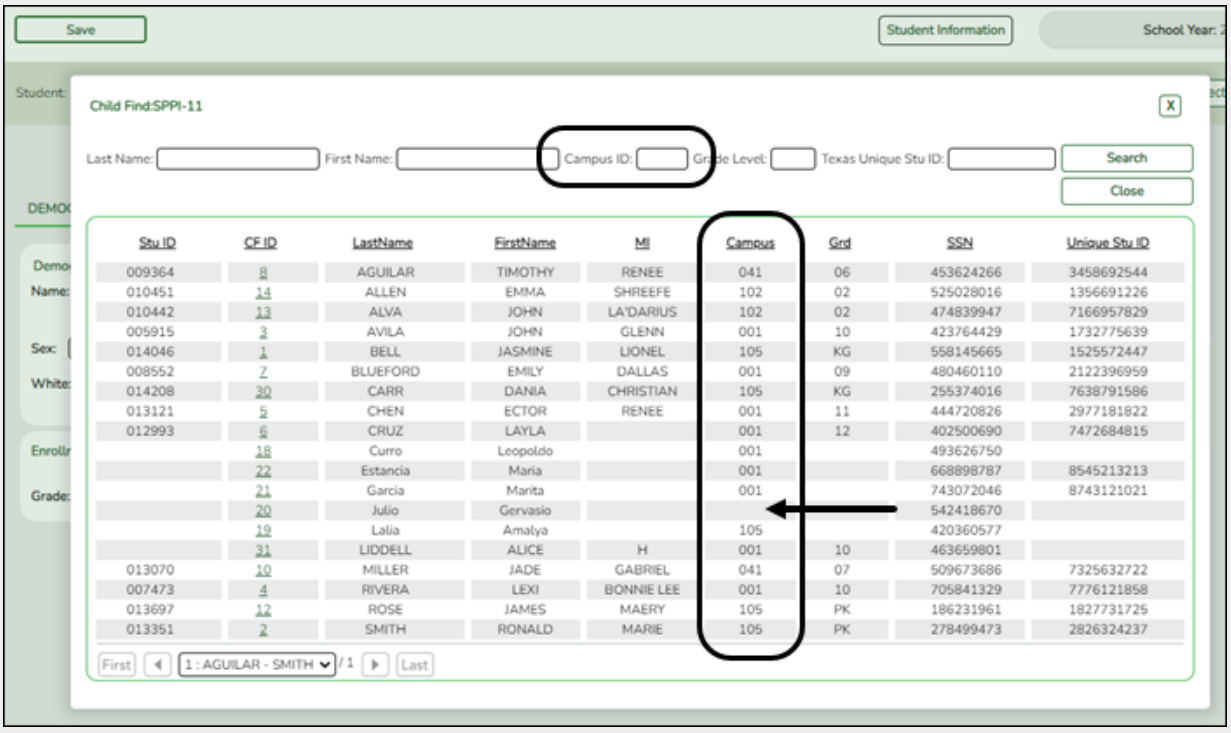
• For an enrolled student, the **Campus ID** is the *enrollment campus*. There is a **Stu ID** associated with the student.

• For a non-enrolled student, the **Campus ID** is the *evaluation campus*. There is not a **Stu ID** associated with the student. These students have a **CF ID** which will act as a Stu ID for reporting purposes.

To retrieve students in the Directory who do not have an Evaluation Campus ID assigned on *Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Child Find Data*:

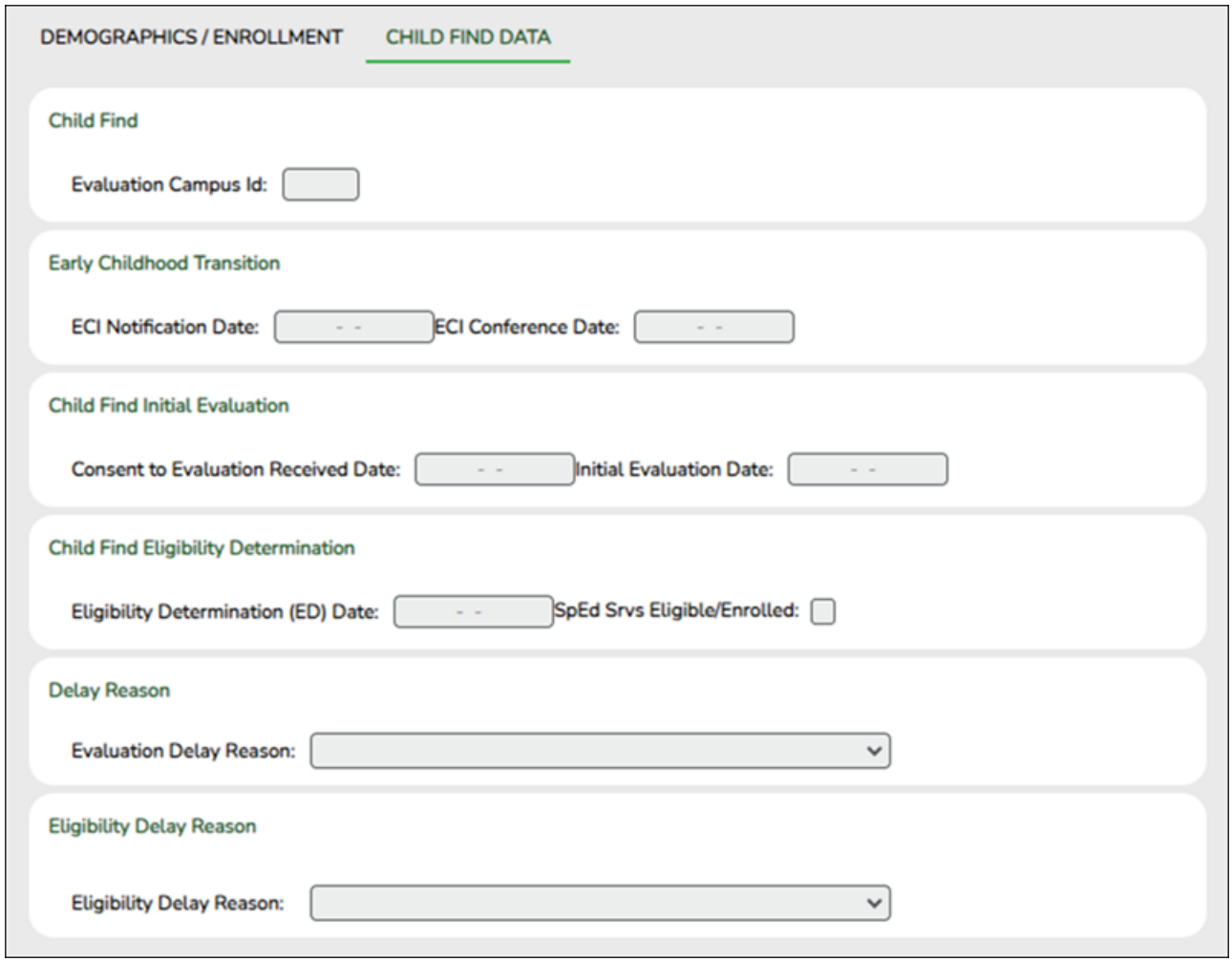
❑ Clear the **Campus ID** field, then click **Search**. All students display.

❑ Click on the student's **CF ID** to retrieve the student.



Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Child Find Data

The information on this screen is specific to this tab and is not found anywhere else in ASCENDER.



Update data:

☐ Under **Child Find**:

Evaluation Campus ID	Enter the campus ID on which the student was evaluated. The Evaluation Campus ID number may or may not be the same as the Campus Enrollment ID. *For example, the student may have been evaluated on Campus 105, but is enrolled at Campus 101.*

❑ Under **Early Childhood Transition**:

ECI Notification Date	Enter the notification date. TWEDS Data Element: TransitionNotificationDate (E1712) indicates the month, day, and year the LEA Notification of Potentially Eligible for Special Education Services was sent by the early childhood intervention (ECI) contractor to the local education agency (LEA) to notify them that a child enrolled in ECI will shortly reach the age of eligibility for Part B services and the child is potentially eligible for services under Part B, early childhood special education (ECSE). The LEA Notification constitutes a referral to the LEA for an initial evaluation and eligibility determination of the child which the parent may opt out from the referral.
ECI Conference Date	Enter the conference date. TWEDS Data Element: TransitionConferenceDate (E1713) ndicates the month, day, and year when the transition conference was held (for a child receiving early childhood intervention (ECI) services) among the lead agency, the family, and the LEA where the child resides to discuss the child's potential eligibility for early childhood special education (ECSE) services.

❑ Under **Child Find Initial Evaluation**:

Consent to Evaluation Received Date	TWEDS Data Element: ConsentToEvaluationReceivedDate (E1738) indicates the month, day, and year of the first instructional day **following** the date on which the Local Education Agency (LEA) received written consent for the full individual and initial evaluation (FIIE) from the student's parent. Enter the first instructional day after LEA receives consent from the parent.
Initial Evaluation Date	Enter the date the child was initially evaluated for the program. This date must not be before the **Parental Consent Date**.

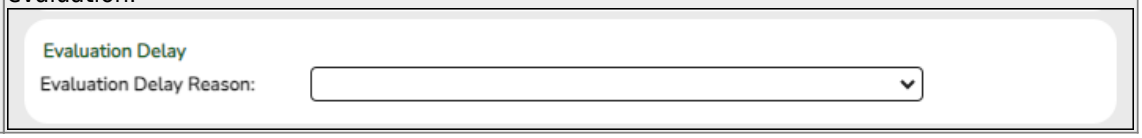
❑ Click **Save**.

❑ Under **Child Find Eligibility Determination**:

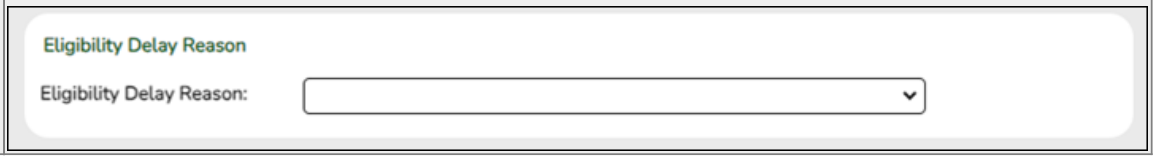
Eligibility Determination (ED) Date	If applicable, enter the date the child was determined eligible for the program. **IMPORTANT**: If this date is left blank, the student will not be extracted to the interchanges.

SpEd Srvc Eligible/Enrolled	Select if a student is eligible for, and enrolled in Special Education services after the **Eligibility Determination Date**.

❑ Under **Delay Reason**:

Evaluation Delay Reason	If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation. 

❑ Under **Eligibility Delay Reason**:

Eligibility Delay Reason	If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility. 

❑ Click **Save**.

If a student will not be reported, return to the *Demo1* tab, uncheck the **Child Find: SPPI-12** indicator and click **Save**. The student's information will be retained in ASCENDER but will not be reported.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover